



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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July 31, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ESTABLISH CAPITAL PROJECT FOR ACUTE COMMUNICABLE DISEASE ROOM
RENOVATION AND APPROVE AN APPROPRIATION ADJUSTMENT**
(C.P. No. 86572) (First District) (3 Votes)

**JOINT RECOMMENDATIONS WITH THE CHIEF ADMINISTRATIVE OFFICER
THAT YOUR BOARD:**

1. Find these actions exempt from the California Environmental Quality Act (CEQA).
2. Establish Capital Project No. 86572 for the Acute Communicable Disease Room Renovation Project.
3. Approve the attached appropriation adjustment in the amount of \$250,000 to reallocate existing appropriation and revenue from Public Health Services (Attachment A).
4. Authorize the Department of Health Services to complete the reconfiguration of the Acute Communicable Disease (ACD) Room Renovation Project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The recommended actions will establish a new capital project and approve funding in the Department of Health Services' (DHS) Fiscal Year 2003-04 Capital Projects Budget to

reconfigure the ACD Program's office space on the second floor of the Department's Headquarters building at 313 N. Figueroa Street to improve the configuration for the Bio-terrorism Preparedness and Response Unit.

The mission of the ACD Program is to reduce the incidence of communicable diseases (other than TB, STDs and AIDS) in Los Angeles County. The ACD Program is responsible for the surveillance and investigation of suspected and confirmed Communicable Disease (CD) cases and disease syndromes. The ACD Bio-terrorism Preparedness and Response Unit occupies the space that will be reconfigured. The function of this unit is to enhance surveillance and epidemiology capacity and to maintain an internet-based health alert and training network.

The proposed project consists of reconfiguring approximately 4,500 square feet of the ACD unit to create a central corridor and add six new workstations, two closed offices and one conference room. The existing offices are not readily accessible, requiring employees to exit into the corridor to gain access to the adjacent areas. The reconfiguration will allow employees to move throughout the unit without exiting into the corridor and increase security by limiting visitor access to the office to one monitored door. The staff will use two other doors with cipher code to enter into the office. With the reconfiguration, the ACD unit will be able to ensure that only authorized personnel can access the area. Also, reconfiguring the ACD unit will ensure compliance with HIPAA requirements by establishing reasonable safeguards to prevent disclosure of protected health information maintained by the unit.

The additional six stations will allow the Department to consolidate within the ACD unit existing staff currently housed at a different location.

Implementation of Strategic Plan Goals:

These actions meet the County's Strategic Plan Goal of Workforce Excellence by creating a positive work environment. The renovation provides the level of security and confidentiality required for this program.

Consistency with DHS System Redesign:

These actions meet the Department's strategic goals by improving the services provided by DHS and enhancing the level of security and confidentiality required for this program.

FISCAL IMPACT/FINANCING:

The proposed project, which has an estimated cost of \$250,000, will be funded from a \$24.6 million grant from the Center of Disease Control and Prevention (CDC) for bio-terrorism

in the Los Angeles County Department of Health Services' ACD unit. The Department has authority under the grant terms to increase the funding up to \$250,000, as necessary to accomplish the renovation.

The grant funding is included in the Department's Fiscal Year 2003-04 budget. An appropriation adjustment is necessary to reallocate existing appropriation and the associated revenue from Public Health Services' operating budget to the ACD Project. There is no impact on operating subsidy. This project will have no operating budget impact as it is a reconfiguration of existing space to accommodate existing staff.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On October 9, 2001, the Board approved a motion directing the Department to take steps to ensure its ability to respond quickly and appropriately to any acts of bio-terrorism.

On April 16, 2002, the Board accepted \$24.6 million from the CDC to upgrade local public health jurisdiction's preparedness for the response to bio-terrorism, other outbreaks of infectious disease, and other public health threats and emergencies. These funds were effective retroactively for the period of August 31, 2001 through August 30, 2002, with provisions for the rollover of funds for the period of August 31, 2002 through August 30, 2003.

Your Board's approval of the project, and the appropriation adjustment, will satisfy the requirement of the CDC grant to commit the funding by August 30, 2003.

DHS staff will provide the design and construction for this project. An outside vendor will install the modular furniture.

ENVIRONMENTAL DOCUMENTATION:

This project is categorically exempt as specified in Appendix G, Class 1, and Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

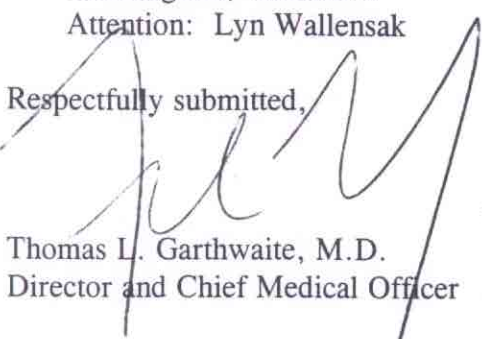
The reconfiguration project will not impact County Services. Staff will be temporarily relocated to other space in the building and will move back to the ACD Unit following completion of the renovation. The existing ACD staff will be relocated to open workstations on both floors. These open workstations are from Department's unfilled positions. The construction is estimated to take four months and will be completed in January 2004.

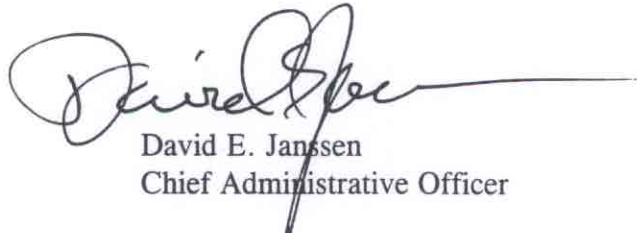
CONCLUSION:

Upon approval by the Board of Supervisors, the Executive Officer, Board of Supervisors is requested to return adopted copies of this letter to:

1. Department of Health Services
313 N. Figueroa Street, 6th Floor East
Los Angeles, CA 90012
Attention: Contracts and Grants Division
2. Chief Administrative Officer
500 West Temple Street, RM 754
Los Angeles, CA 90012
Attention: Lyn Wallensak

Respectfully submitted,


Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer


David E. Janssen
Chief Administrative Officer

TLG:av

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller

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BOARD OF
SUPERVISORS
OFFICIAL COPYCOUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

DEPARTMENT OF Health Services

July 25, 2003
XS

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

Fiscal Year 2003-04

3-VOTE

SOURCES:

Public Health Services

Services & Supplies

A01-HS-23450-2000 \$250,000

Various Capital Projects/Refurbishments

Acute Communicable Disease Room

Renovation Project

Federal - Other/CP

A01-HS-86572-8938 \$250,000

TOTAL: \$500,000

Justification:

This adjustment is necessary to reallocate existing appropriation and the associated revenue from Public Health Services to the Capital Projects Budget. This adjustment will allow for the reconfiguration of the Acute Communicable Disease Room to accommodate additional staff to perform disease control functions in the Los Angeles County Department of Health Services. The program costs is funded through \$24,500,000 grant received from the Centers for Disease Control (CDC) to assist the County in defending against Bioterrorism. There is no impact on operating subsidy.

EM:lt

USES:

Public Health Services

Federal - Other

A01-HS-23450-9001 \$250,000

Various Capital Projects/Refurbishments

Acute Communicable Disease Room

Renovation Project

Buildings & Improvements

A01-HS-86572-6014 \$250,000

TOTAL: \$500,000

CHIEF ADMINISTRATIVE OFFICER'S REPORT

Efrain Munoz, Chief

DHS-Controller's Division

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

JULY 29, 2003 19

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER BY

No 15

JULY 29 2003

BY